

Course description and link to web page directions

Log into your grade book

Select the section that you would like to add a description to

Go to the Class Content tab (shown below)

Select My Content

Bottom left corner of that pane select the +

Reporting Term: Y1 Mode: Class Info School Content My Content

My ...	Name	Group	Type	Address	Description

+ - Content Groups

In the Name field type how you would like the link displayed

In the Address field type or copy the URL of the web page you would like them sent to

Select Save

New Link

Link

Name: District Website

Address: www.pgsd.org

Type: Web Site

Group: No Group

Description:

Revert Save

Go to the Class Info button (Class Content tab still)

Type the information in the Description box

Select the +Link button and select the link you want displayed.

Course Name: Out of PGHS Term: 2013-2014

Course Number: OUT Start: 08/27/2013 Tue

Section Number: 110 End: 06/27/2014 Fri

Periods/Days: 1-7(A-F) Grade Scale: Default

Room: 15 Custom Display Name:

Description: Please access my web page for assignments.

+ link District Website

Revert Save

This information now displays for parent and students when they access their assignments

Section Description:

Please access my web page for assignments.
[District Website](http://www.pgsd.org)